

PARK COUNTY, MONTANA

GIS/Information Technology Technician

I. POSITION IDENTIFICATION

Functional Title: GIS/Information Technology Technician
Department: GIS Department
Supervisor: GIS/Rural Addressing Manager
Subordinates: None
Status: Non-exempt
Pay Grade: 14
Benefits: Sick leave, vacation, holiday pay, and health insurance benefits.

II. ASSIGNED DUTIES AND TASKS

Position overview:

This position is responsible for maintenance and status logging of all Park County owned GIS/Information Technology hardware and software assets as well as training and trouble shooting support of all county employees using GIS, GPS and other software programs for their County assignments. The position is further responsible for coordination with the County Computer Committee, GIS Committee and the County's contracted Computer Support Contractor. Under the general supervision of the County GIS/IT Manager this position performs a variety of routine and complex technical GIS and GPS related work. Further, this position will assign major complex computer tasks assigned to the Computer Support Contractor to handle with their larger staff and other assets. The holder of this position is responsible for being aware of all activities of the Computer Support Contractor and all actions required to integrate the needs of the County IT users into the existing IT System, under the direction of the County GIS/IT Manager. *All applicants must be willing to authorize and pass a pre-employment criminal background check to apply for this position.*

Each duty listed below makes up a portion of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change

A. GIS/RURAL ADDRESSING

1. Update ArcGIS database tables as requested by the GIS & Rural Addressing Manager.
2. Assist customers with maps and addresses as requested by the GIS & Rural Addressing Manager
3. Update road lines and addresses with GPS.
4. Update rural addressing maps as requested
5. Work with E911 departments to acquire GPS data as needed
6. Collects, stores, retrieves and manipulates geographic information; Generates and maintains spatial and/or tabular data for GIS' maintains and documents relationships between layers of data.
7. Enters attribute information into a database
8. Produces reports and cartographic maps

B. HARDWARE REPAIR, MAINTENANCE, AND REPLACEMENT

1. Responsible for the day-to-day reliable operations of the entire IT assets of the County as a single system including the interconnect-ability of servers, individual computers and the systems outside of the intranet such as internet service providers. Troubleshooting and repair of hardware and software problems of network equipment and peripherals. Ensure system back up procedures and security of these backup procedures and equipment in an offsite location. Ensure the security of the system including maintenance of spyware and antivirus programs.
2. Operations of all County IT assets away from the Courthouse at the various remote operations of the County, including the Transfer Station, Landfill, County Shop and Gardiner Sheriff's Office. When the Sheriff's Officers Patrol Vehicles are equipped with in-vehicle computer terminals, the person in this position will be responsible for their operational maintenance with the radio connections to be maintained by the County's Radio Communications Contractor.

C. GIS/GPS and IT EQUIPMENT OPERATOR'S TRAINING IN THE USE OF THEIR COMPUTERS AND REQUIRED SOFTWARE.

1. Responsible for the training of the personnel of each County Department in the efficient use and communications of generic and specialty software installed on that department's IT System
2. Responsible for the trouble-shooting each Department's GIS/GPS and IT equipment when a discrepancy report is filed by that Department

D. GIS/IT EQUIPMENT & SOFTWARE MAJOR REPAIR AND/OR REPLACEMENT

1. Responsible for coordination with the County's GIS/IT Manager and IT Contractor for either effecting major repair or replacement or updating of all County GIS and IT assets. Responsible for coordinating with the GIS/IT Manager regarding the costs associated with the activities of the Computer Support Contractor and the availability of budgetary funds from both the Computer and GIS budget.
2. Responsible for maintaining a current knowledge of the availability of parts and other equipment for County owned GIS/GPS and IT hardware and software and the advantages and disadvantages of newer hardware and software that has become available in the marketplace. Ensures compliance of software licenses with federal and state regulations.

E. OTHER DUTIES AS ASSIGNED

Perform a variety of duties as assigned by the GIS Department Manager. With the concurrence of the GIS Department Manager, other duties may be assigned by the Park County Commissioners or their staff and/or the Computer Committee. Continuing education in the field of GIS/GPS and IT hardware, software and/or methods is encouraged and with proper advance arrangements to do so, may be conducted on County time and paid for by the County. Such training must be approved by the supervisor and the Park County Commission. Training otherwise must be conducted on the employee's time and at the employee's expense.

III. KNOWLEDGE

This work requires knowledge of the principles, practices, and methods involved in the day to day maintenance of GIS/GPS and IT systems within a county or municipal system.....

Education and Experience

The minimum requirement for this position is a two-year Associates of Art (AA) degree plus one year of on the job experience. Additional education and/or years of experience are highly desirable and the compensation level will be set adjusted accordingly.

IV. ACCOUNTABILITY

This position is accountable for carrying out and coordinating standardized GIS/GPS and IT position practices, software instillation and maintenance practices and procedures by applying established criteria to problems, questions, or situations (e.g., system errors, etc.). Requires the interpretation and application of well-defined administrative rules, regulations, and policies to recurring GIS/GPS and IT operations.

V. CONFIDENTIALITY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable police and guidelines, the person in the position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law. Without limiting the general nature of this commitment, the person in the position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

VI. INDEPENDENCE OF ACTION

The person in this position plans and carries out most assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting software and system problems. Work assignments require the person in this position to interpret and adapt agency guidelines to fit unusual circumstances and specific problems (e.g., the person in this position develops and recommends new processing procedures in response to identification of process inefficiencies, frequent errors, etc.). Work objectives and priorities are defined by the supervisor.

VII. PERSONAL CONTACTS

This position has contacts with other county personnel, elected officials, department heads, and vendors in order to be responsive to questions and inquiries regarding information technology.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

Work is primarily performed in a normal office environment, involving the occasional lifting of 35lbs or more. There are situations where heavy electronic equipment is installed and removed from electronic cabinets and would require reaching into difficult places and enclosures to operate normal hand tools.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.